

SKANDIA FURNITURE CO.

ROCKFORD ILLINOIS U.S.A.



For GOODS ADDED TO THE LINE

FALL SEASON - 1926

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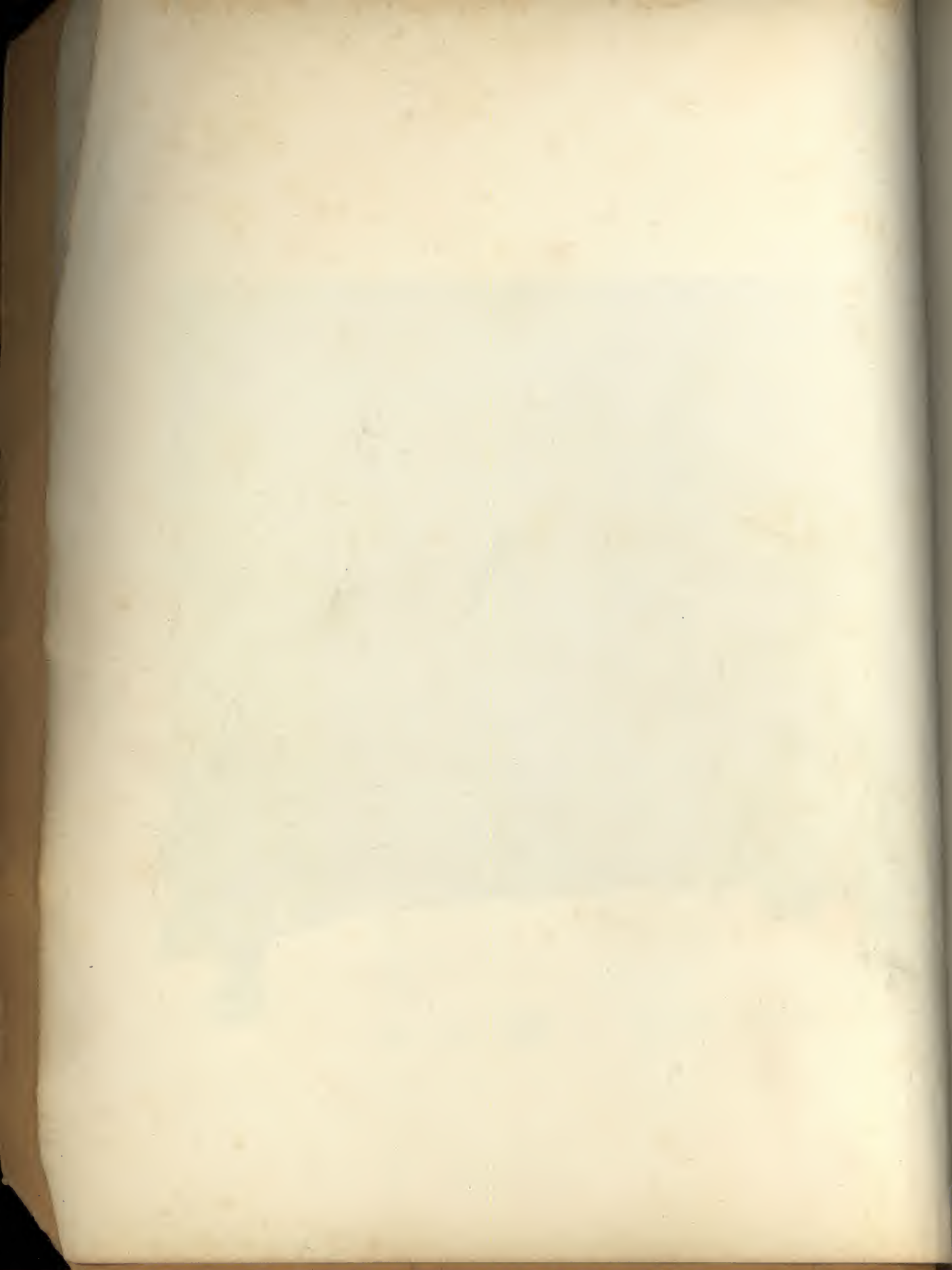
Building Technology Heritage Library

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Skandia Furn Co

288 $\frac{1}{2}$ H'42 W'43





Skandia Furn Co

412

H41 W34

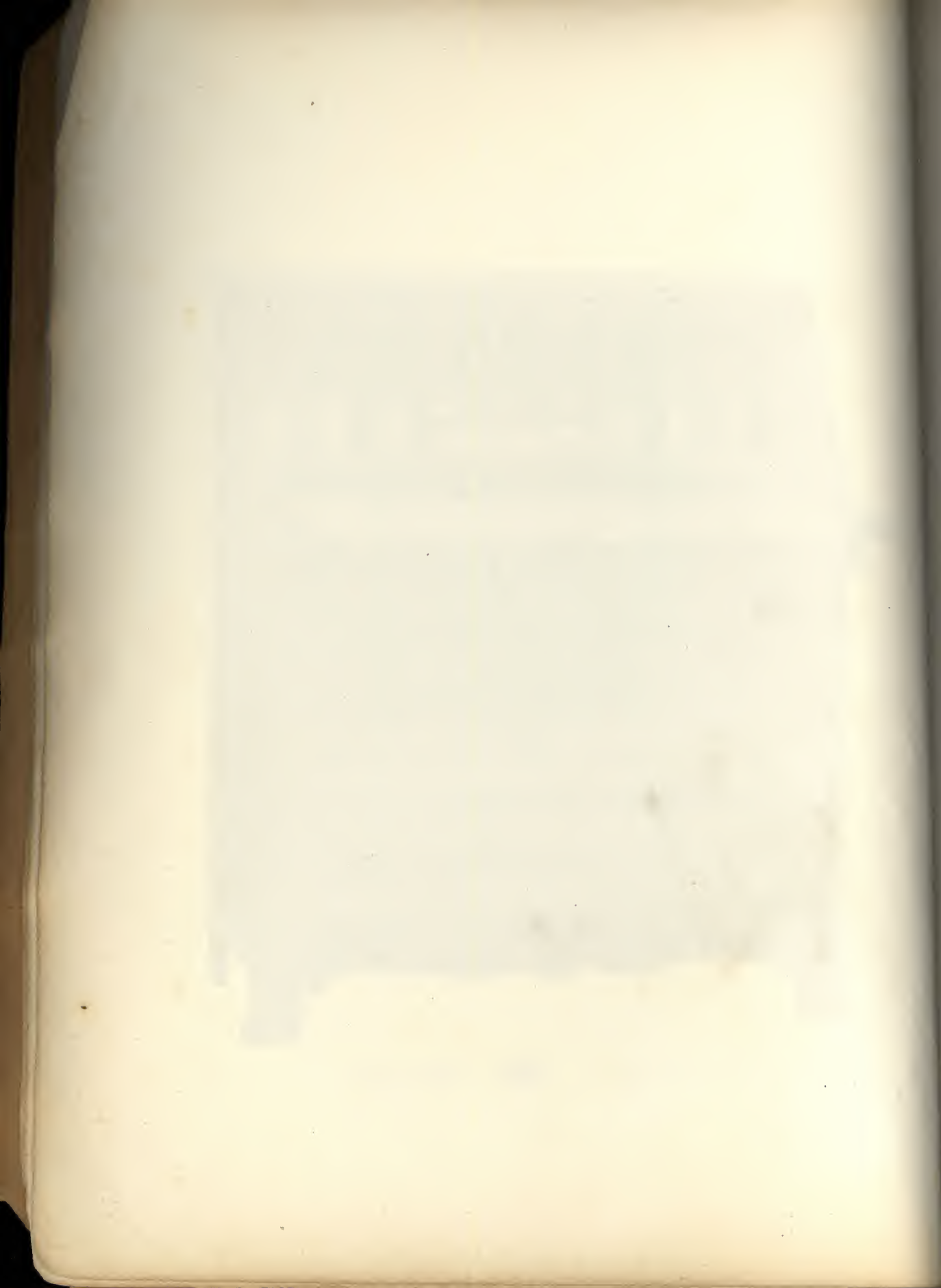




Skandia Furn Co

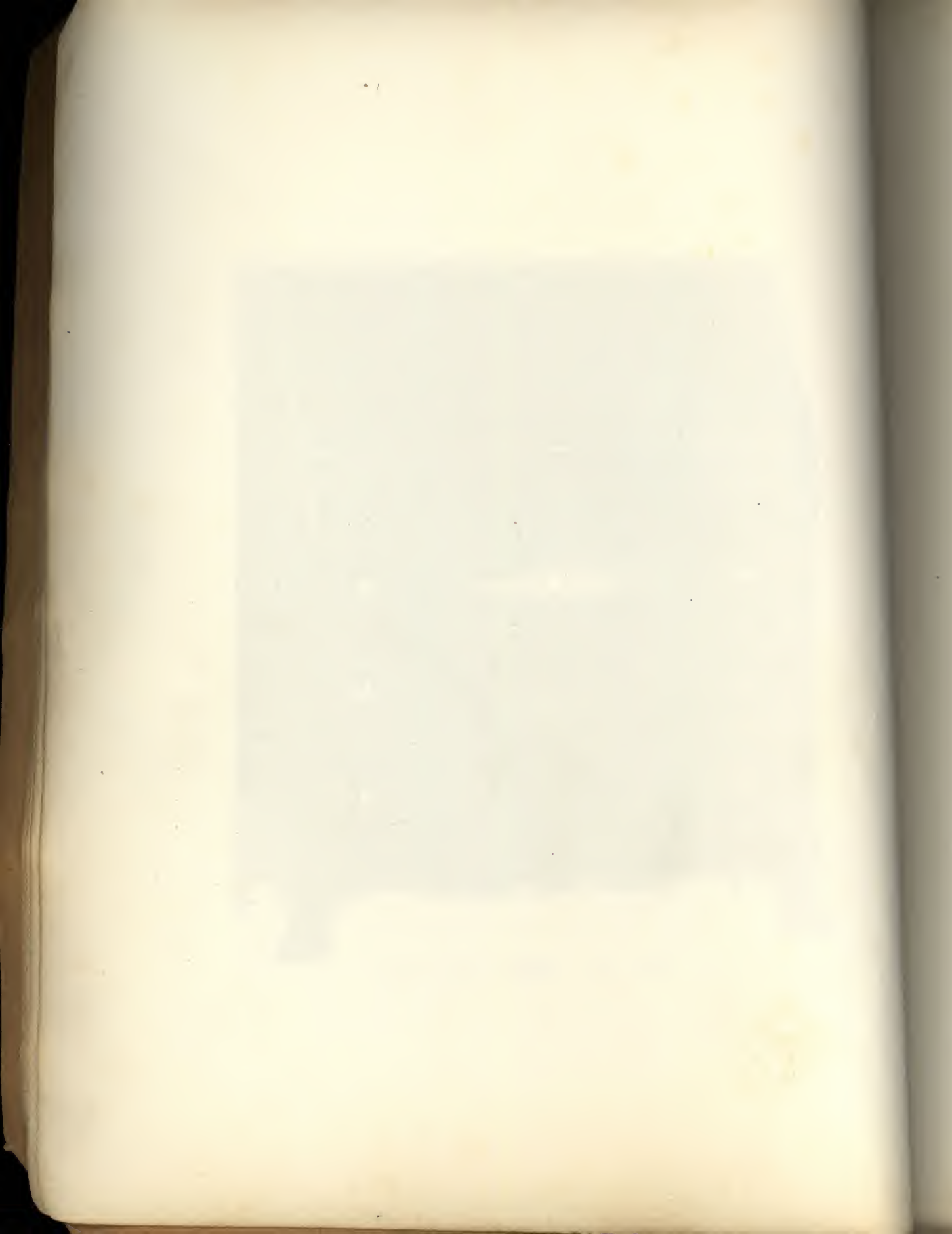
412

H41 W34



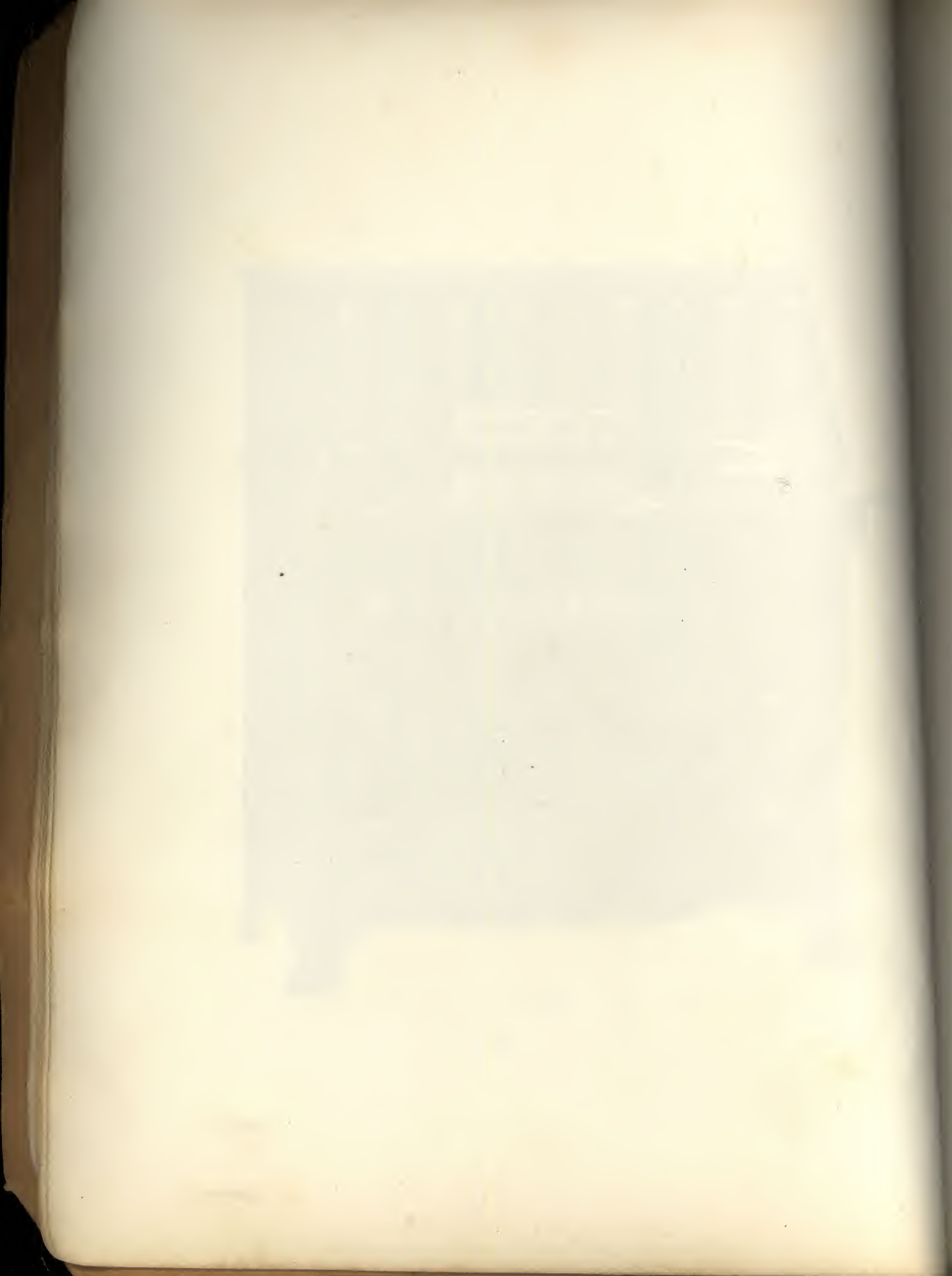


Skandia Furn Co 412D H41 W34





Skandia Furn Co 412D H41 W34





Standa Furn Co 413 1140 W 35



Stanley Park Co. 413 1140 W35



Skandia Furn Co 413D H41 W35



Skandia Furn Co 413D H41 W35



Skandia Furn Co

414 H44 W46



Skandia Furn Co

414

H44 W46

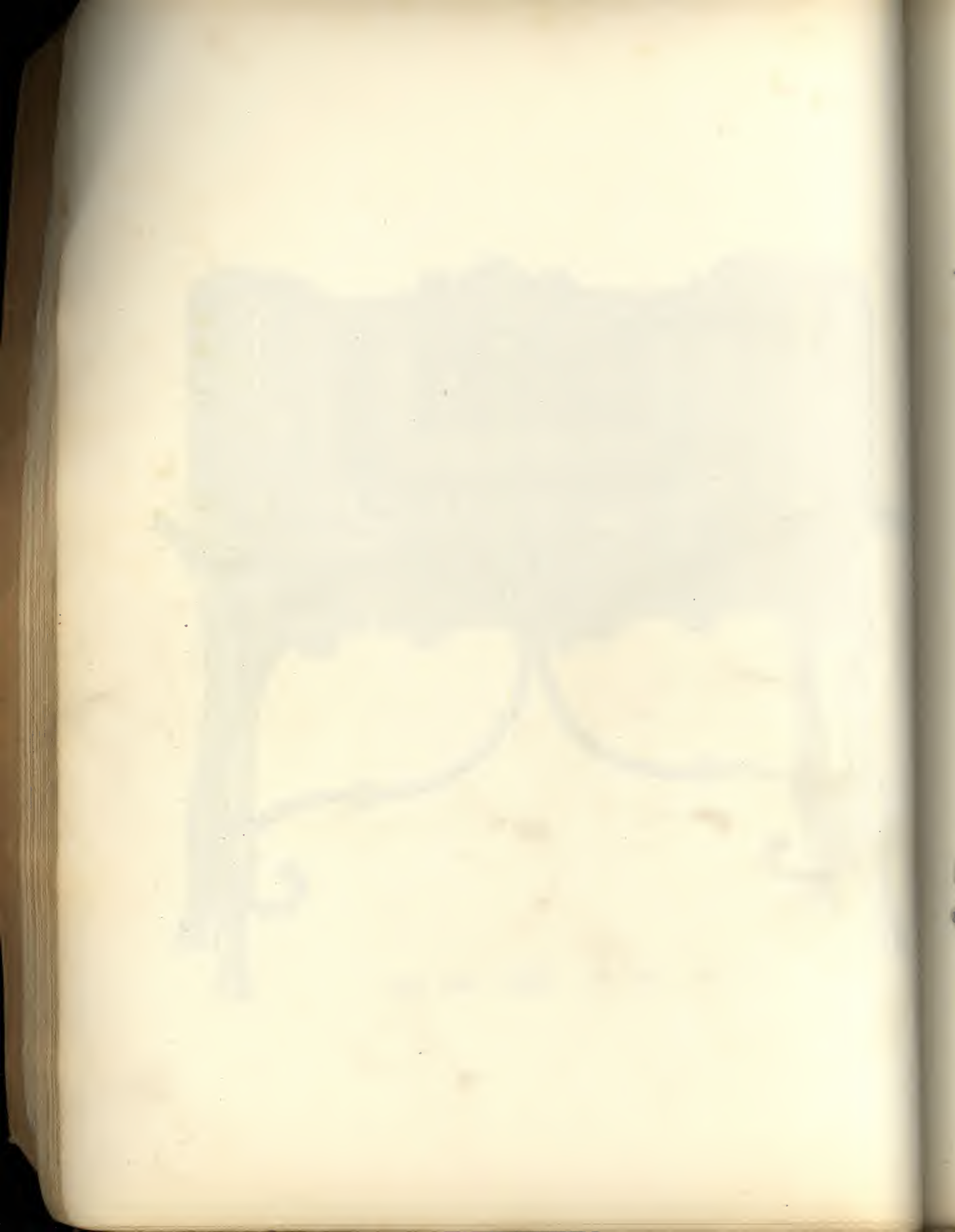




Skandia Furn Co 414D H/44 W/46

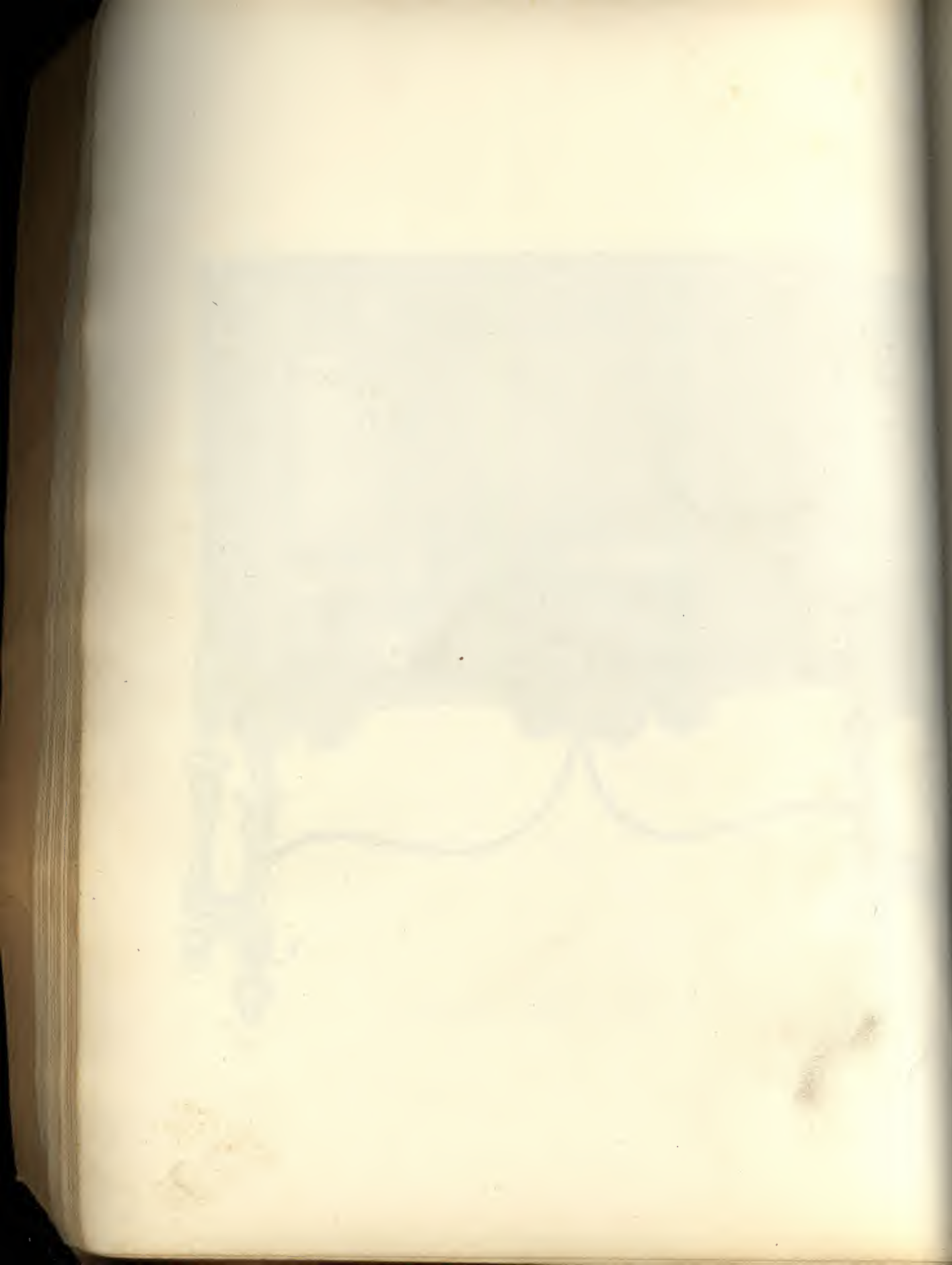


Skandia Furn Co 414^D H'44 W'46





Skandia Lock Co. 416 1144 W 46





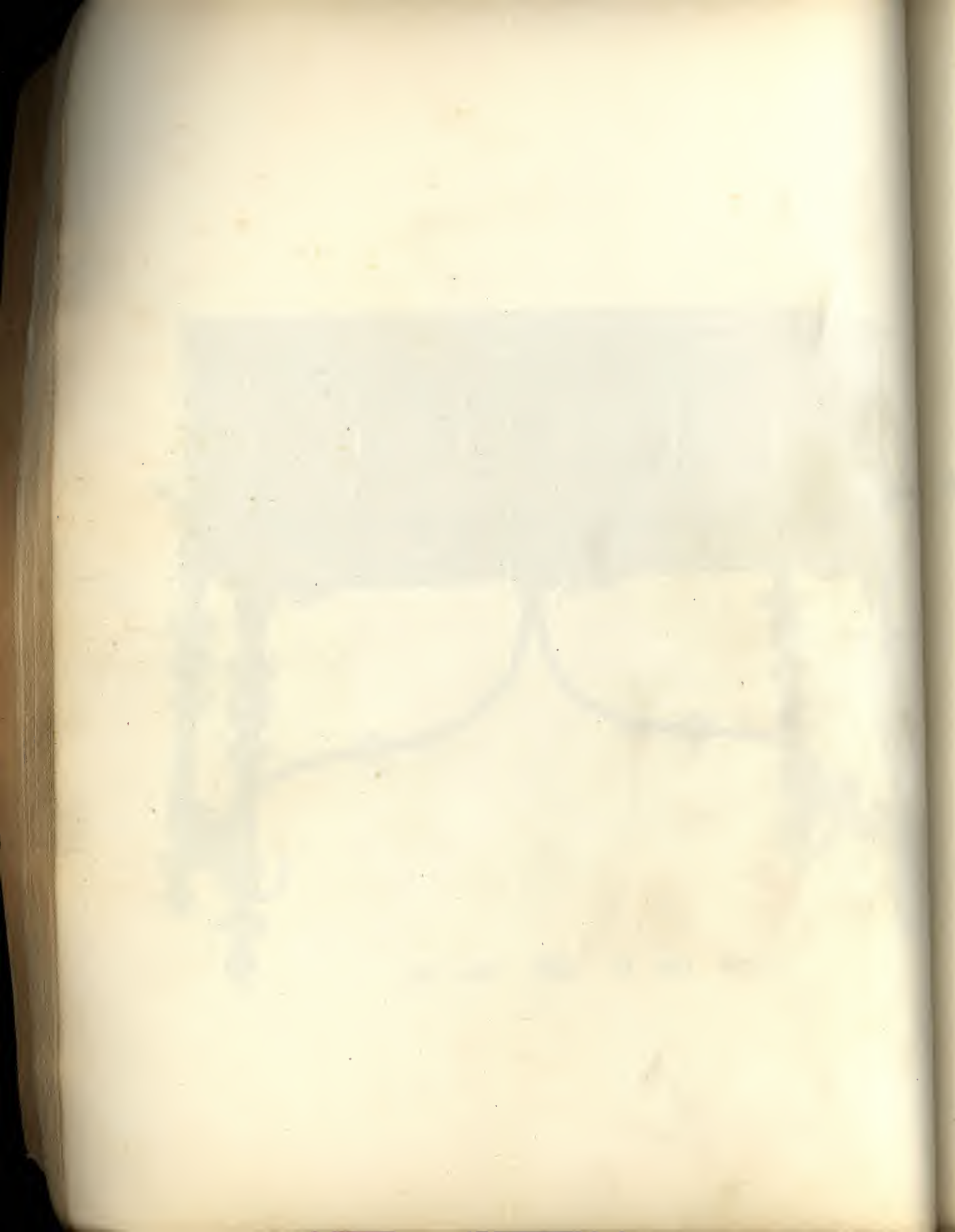
Skandia Furn Co 416 H44 W46



SKINNER FURN CO 416D H44 W46



Skandia Furn Co 701 H'38 W'4'4





Skandia Furn Co 701 H38 W4/4





Skandia Furn Co 701D H38 W44



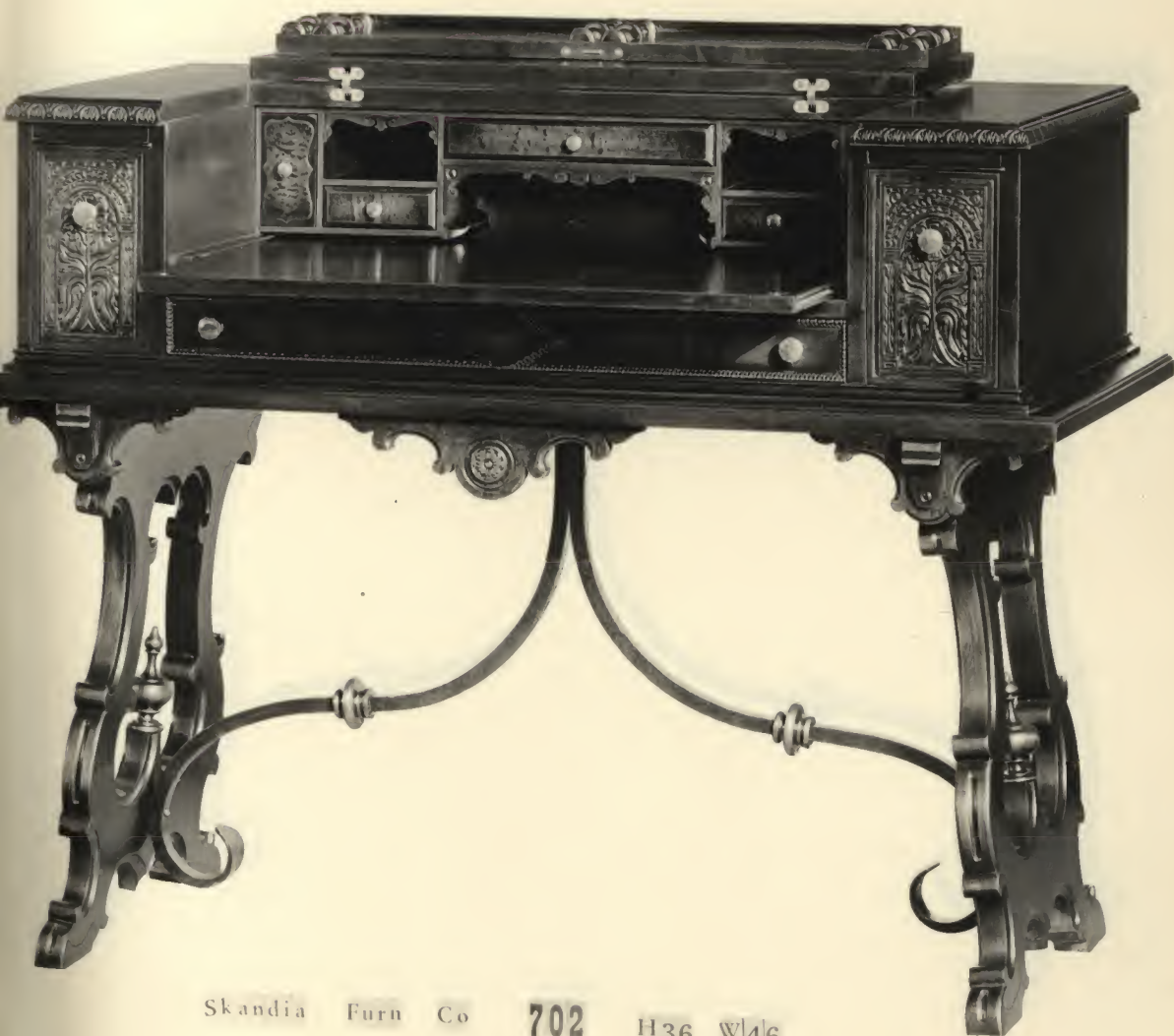


Skandia Furn Co 701 D H'38 W'4/4





Skandia Furn Co 702 H36 W46



Skandia Furn Co 702 H36 W46



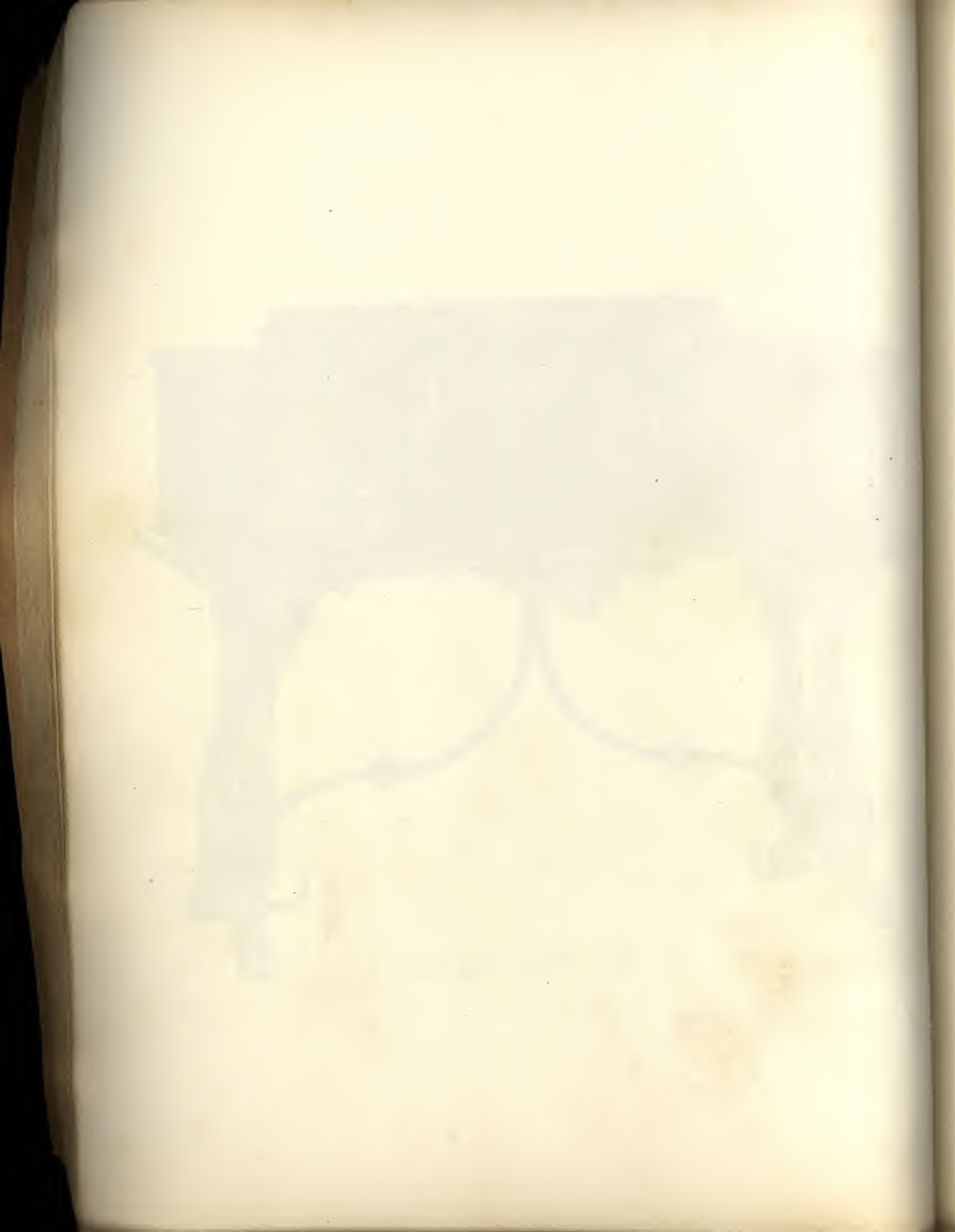


Skandia Furn Co 702D H36 W46





Skandia Furn Co 702^D H36 W'46





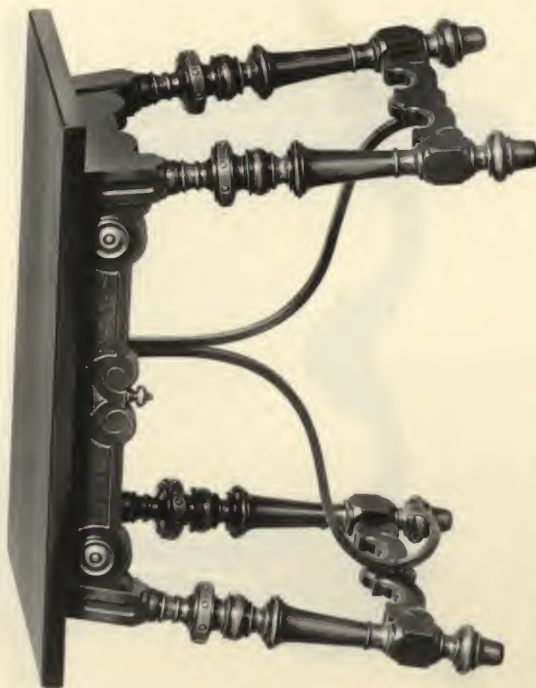
Skandia Furn Co

700 H35 W'45



Skandia Furn Co 700D H35 W34



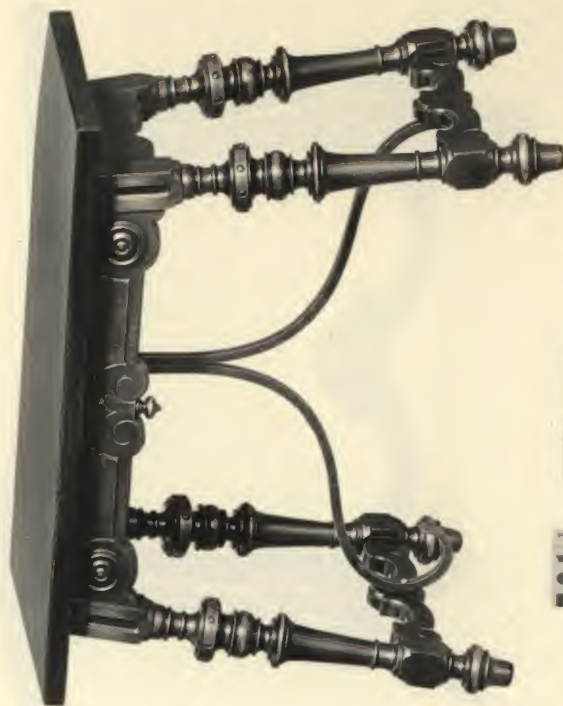


701¹/₂D H19 W24

Skandia

Furn

Co



701¹/₂

H19 W24





702₂D

H18 W25

Skandia

Furn

Co

702₂

H18 W25





Skandia Furn Co 445 D H40 W34



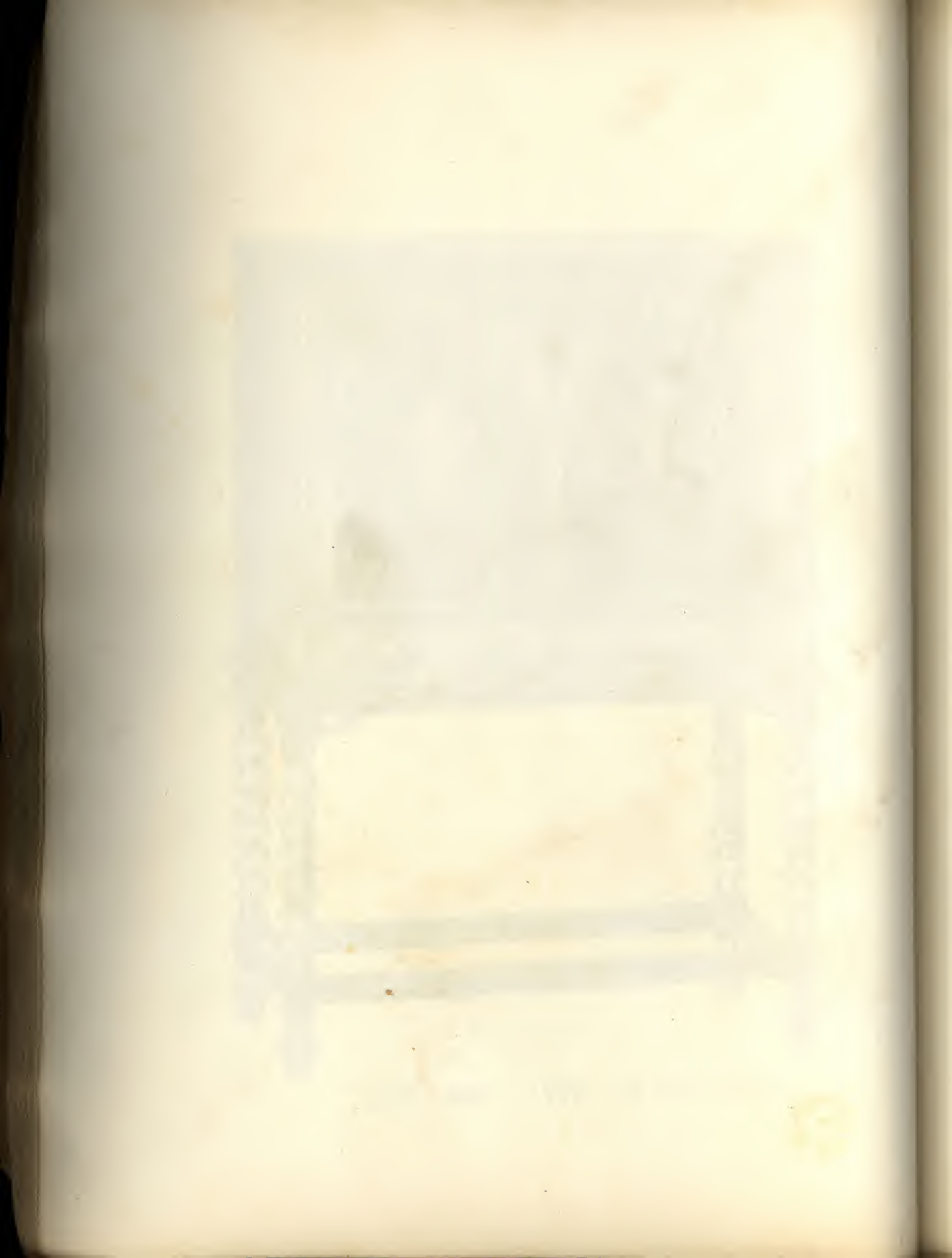


Skandia Furn Co 445D H40 W34





Skandia Furn Co 447D H44 W31





Skandia Furn Co 447_D H44 W31





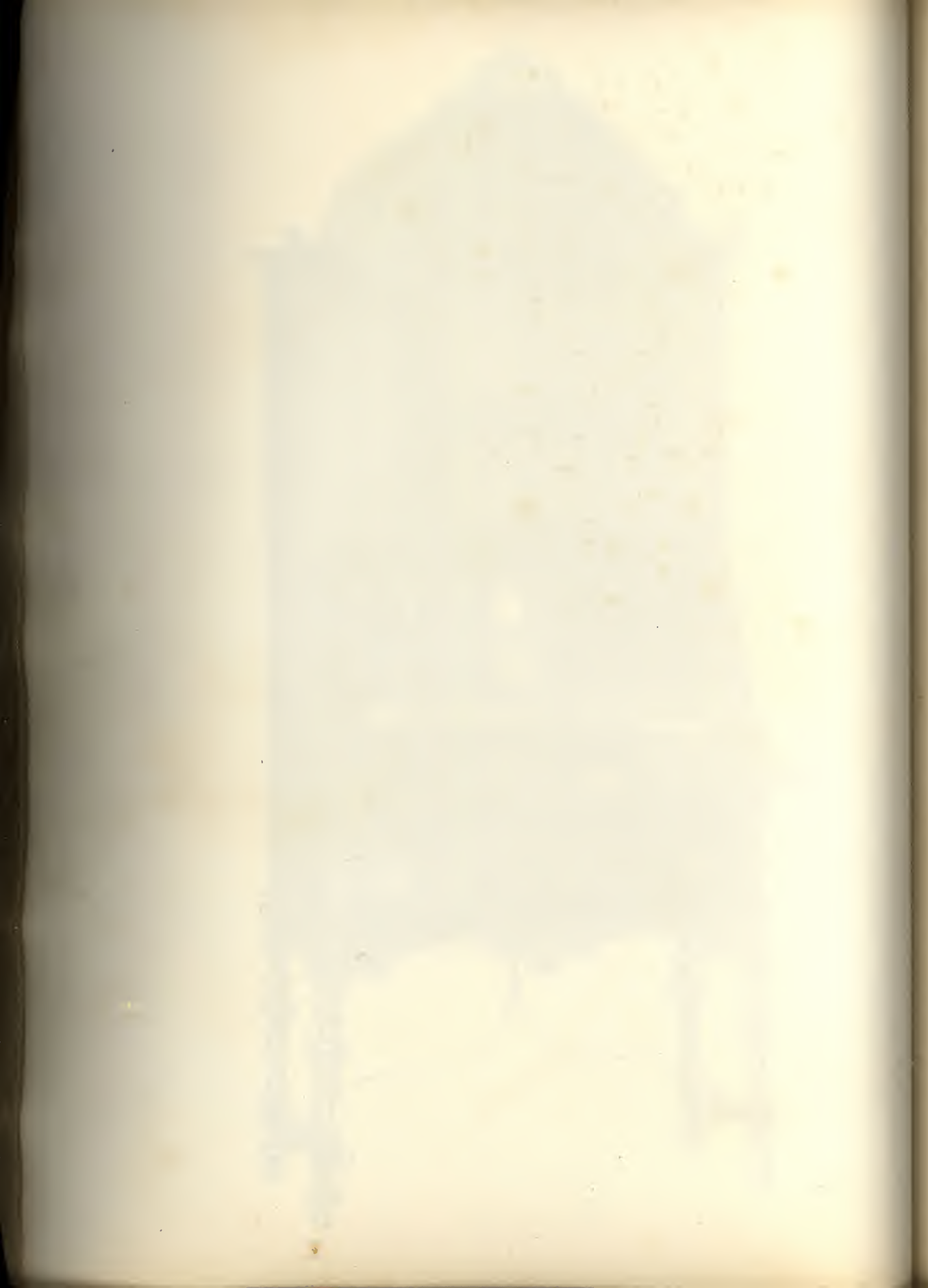
Skandia Furn Co

286 1172 W30



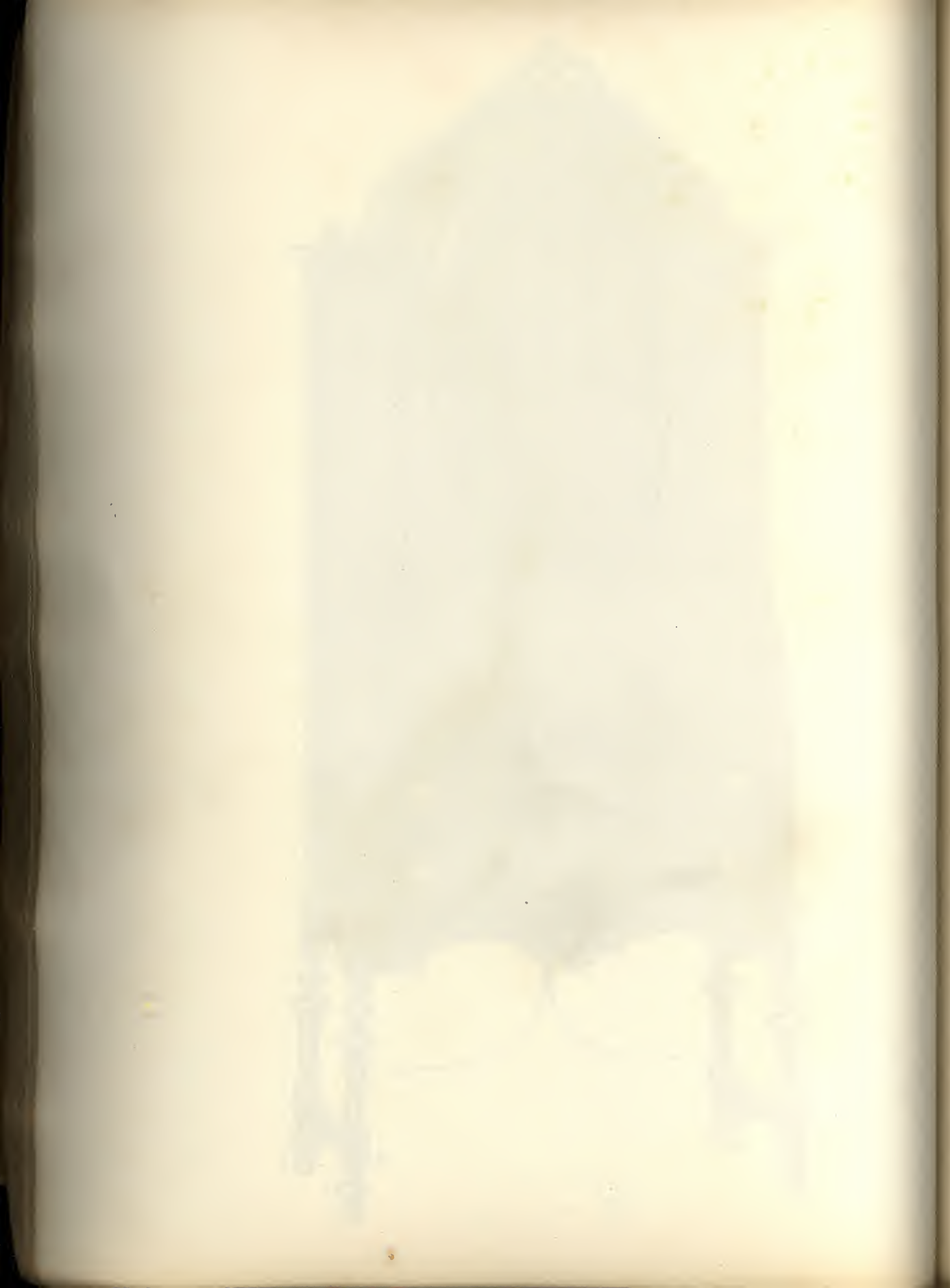


Shelby, Tenn. Co.
286 1172 W 311





Skandia Furn. Co
286 1172 W30





Standard Typ. Co.

286 10 1172 W30





Skandia Furn Co

287 1160 W30





Skandia Iron Co
287 1160 W 30





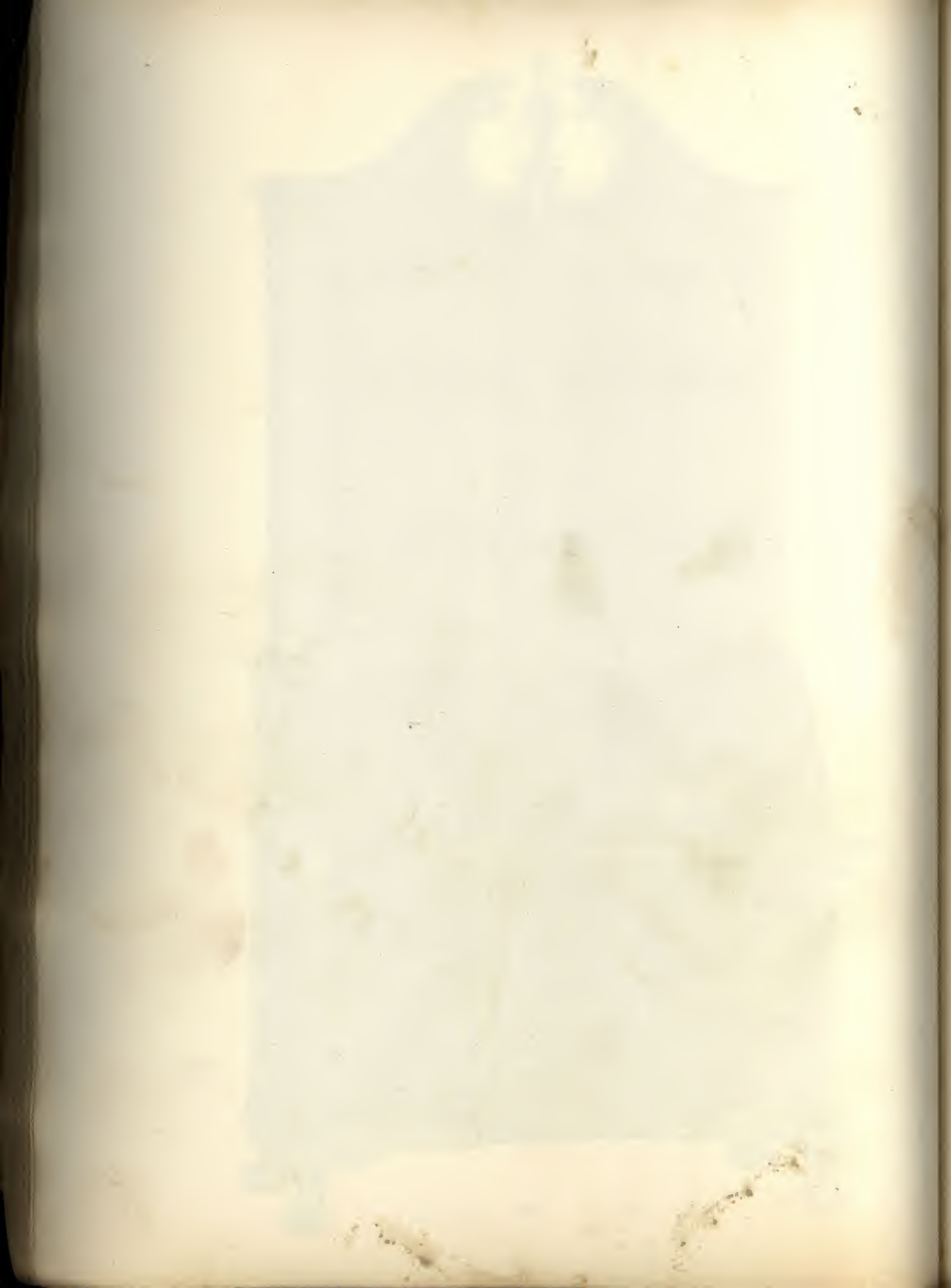
Skinner & Co.
287 N. 1160 W 30





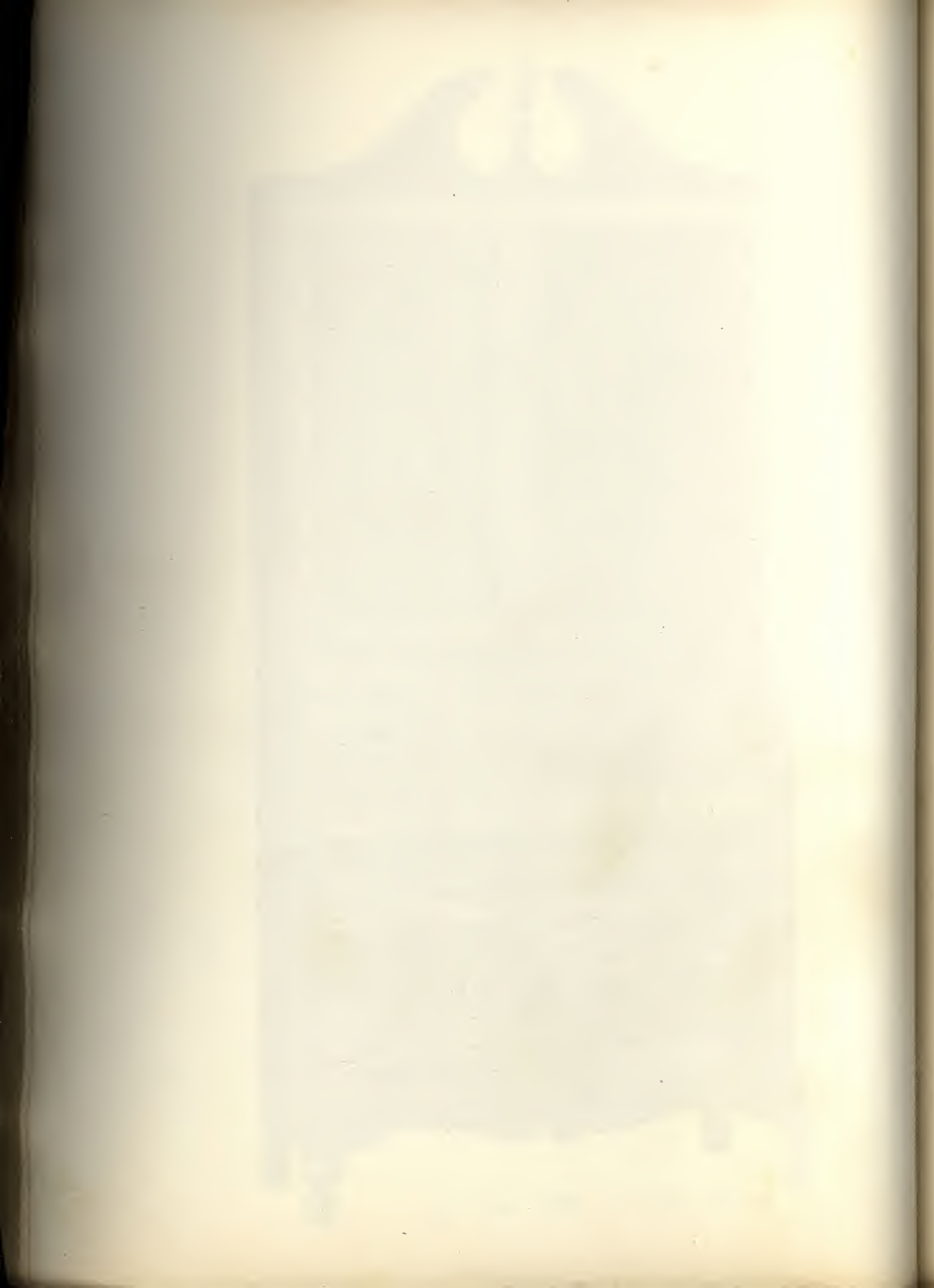




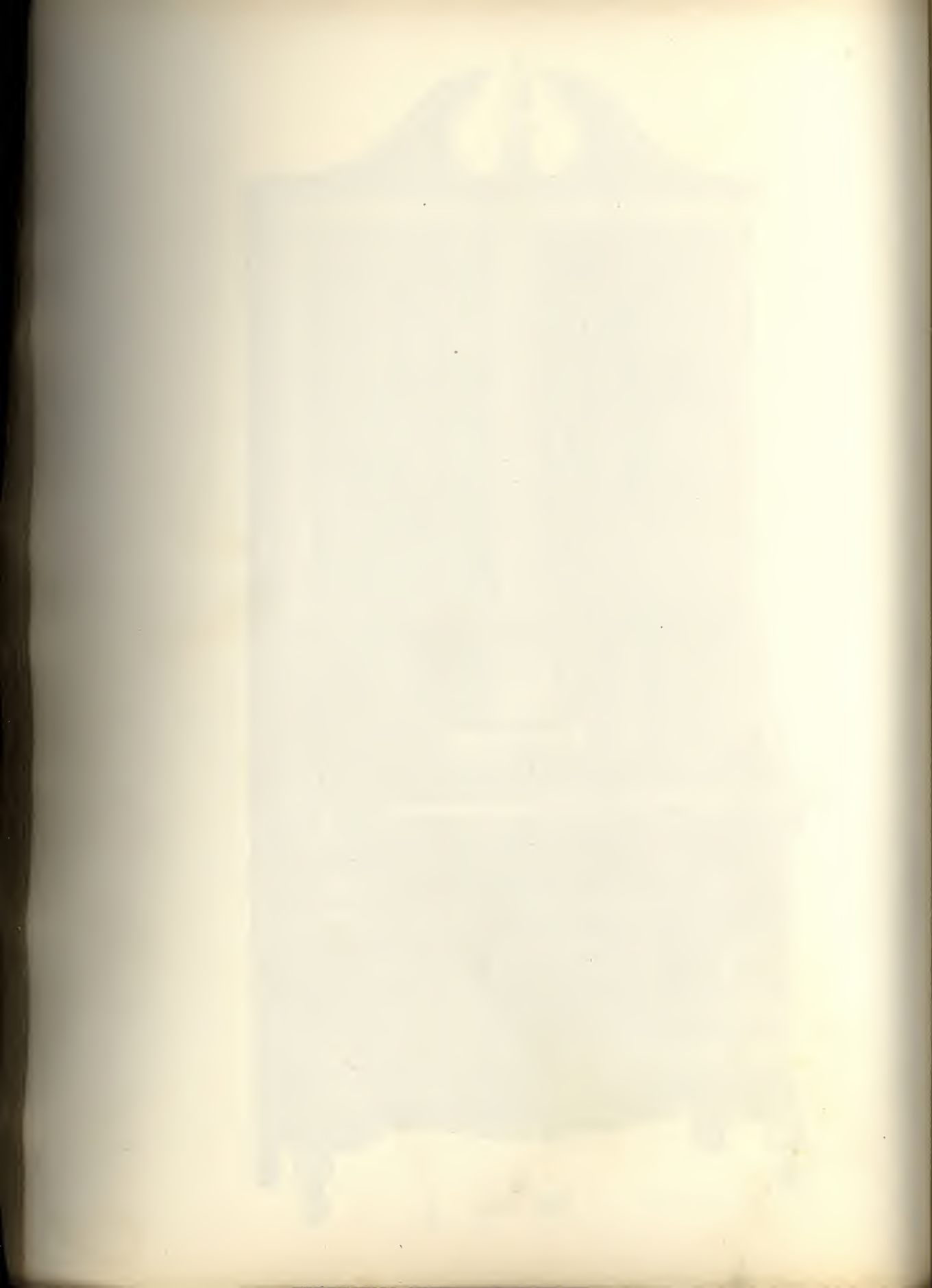




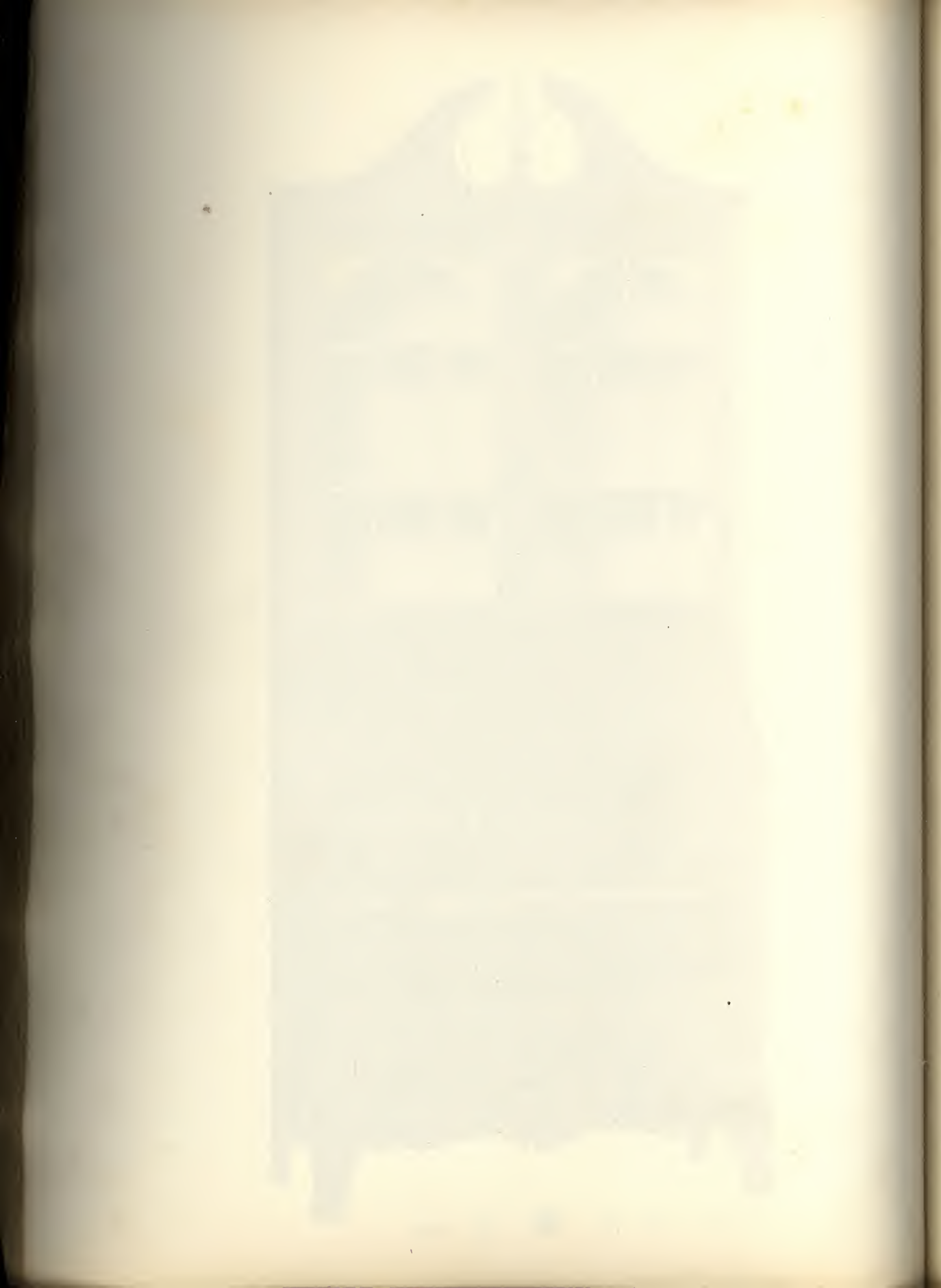
Skandia Furn Co 295 H80 W36













Skandia Furn Co

125

H30 W39





Skandia Furn Co

126

H62 W39









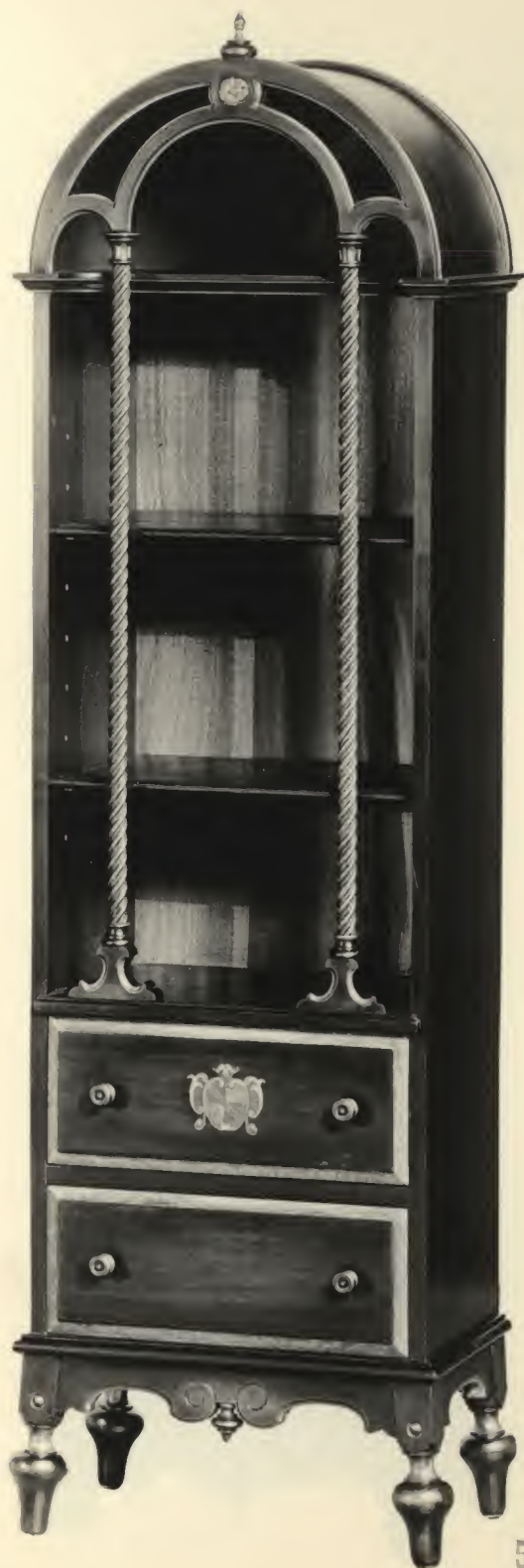




















5620 1062 W18

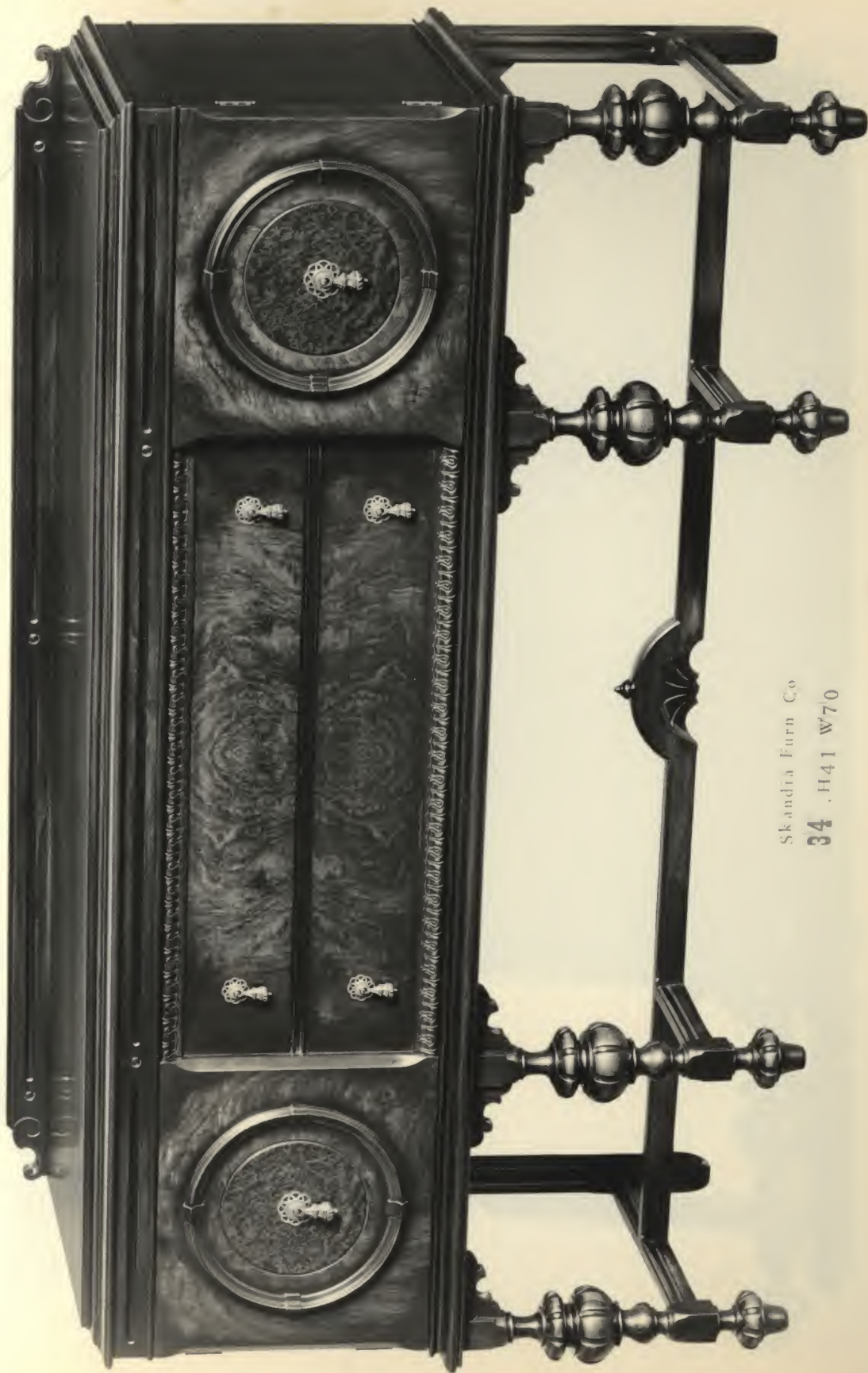




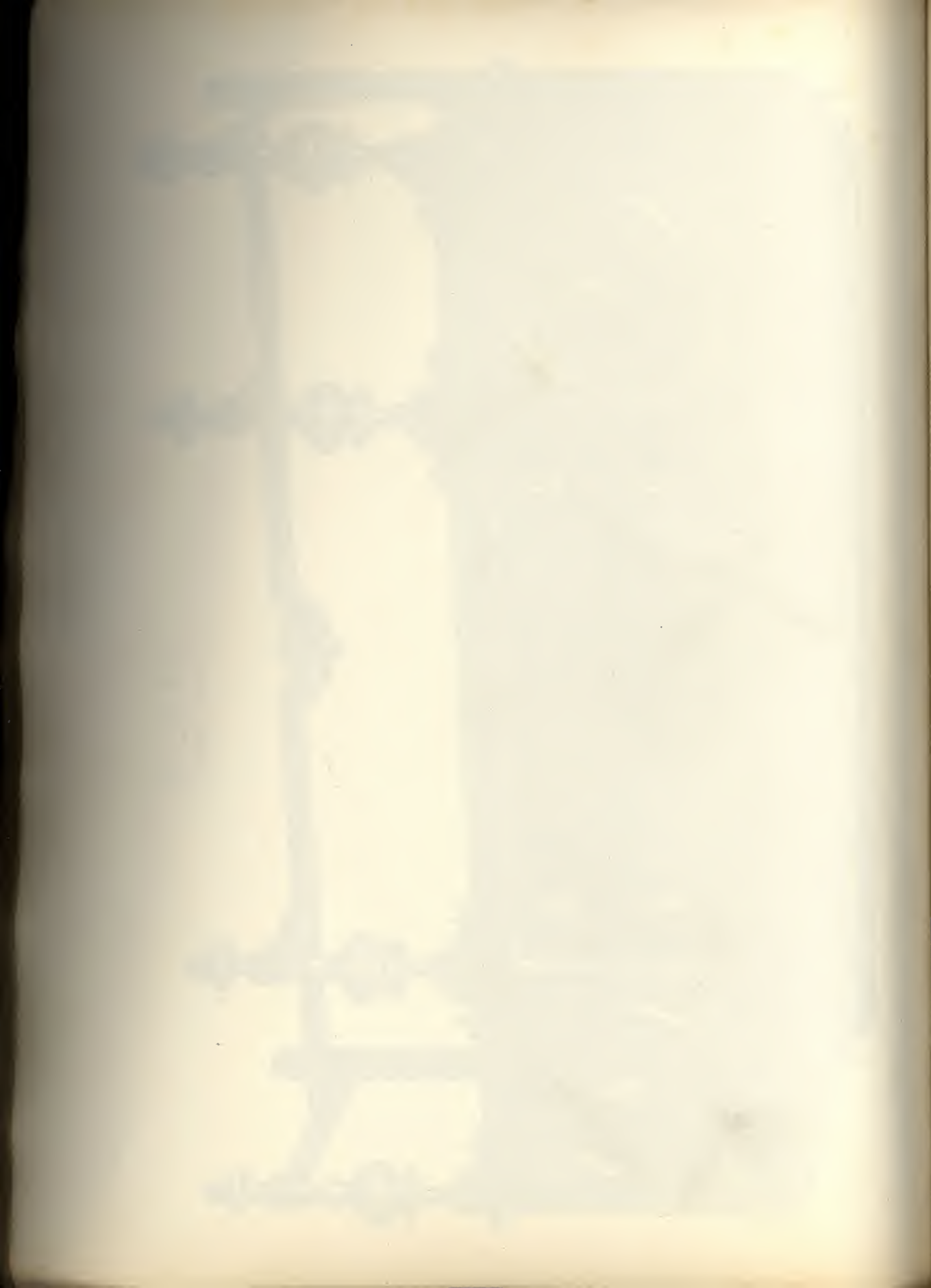








Skandia Furn Co
34 . H41 W70





Skandia Furn Co

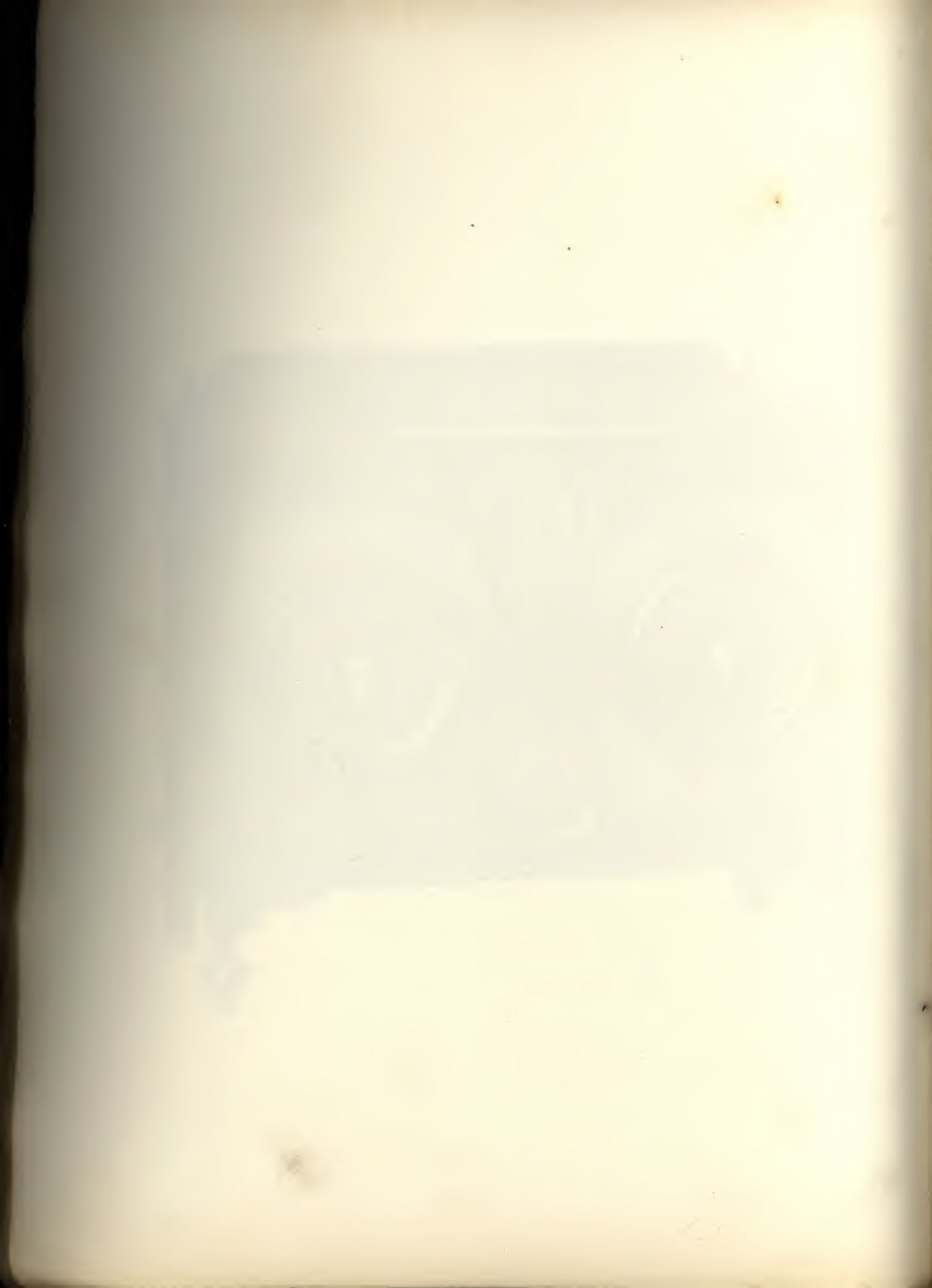
34 H6'3 W'43

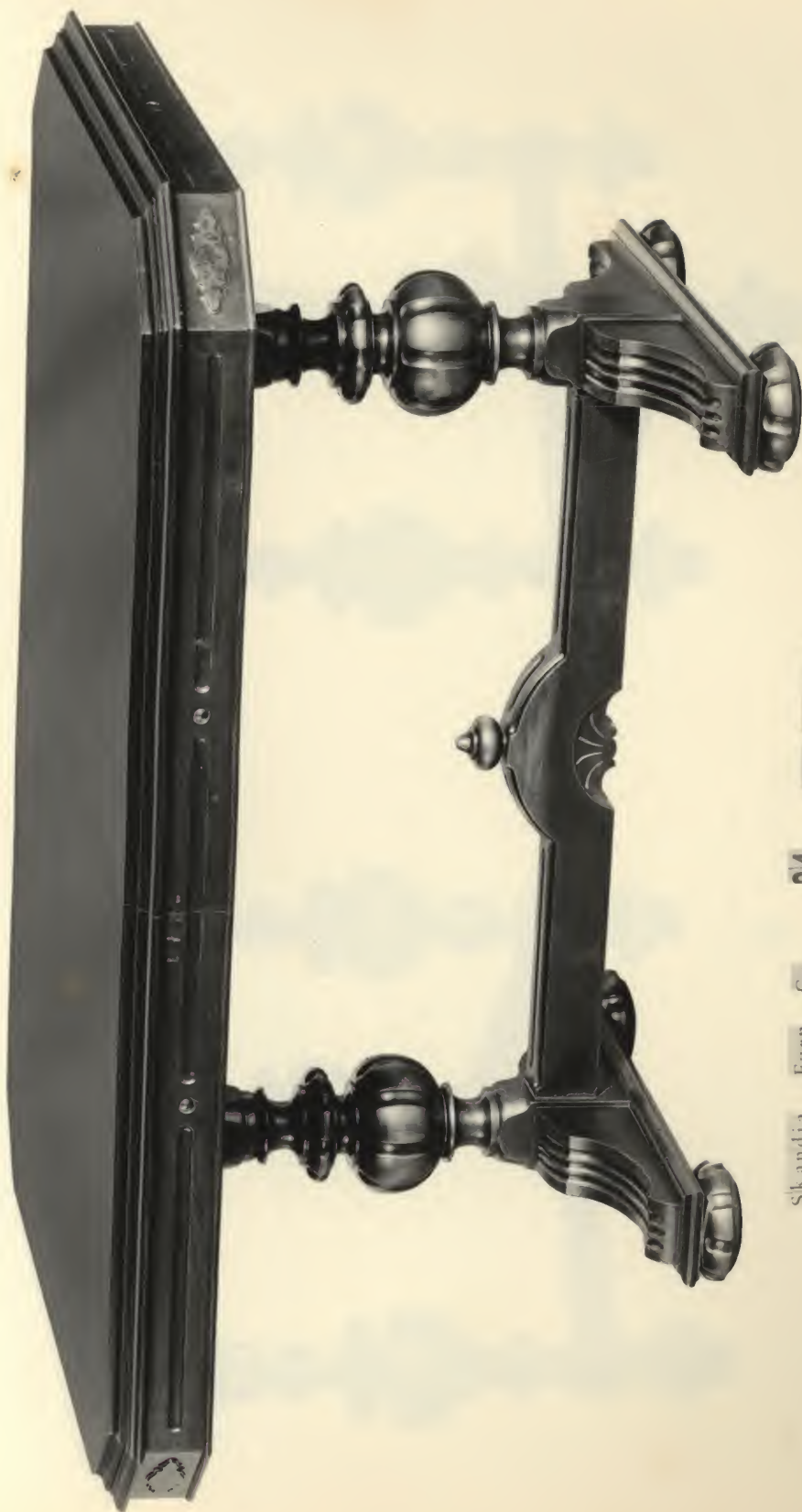




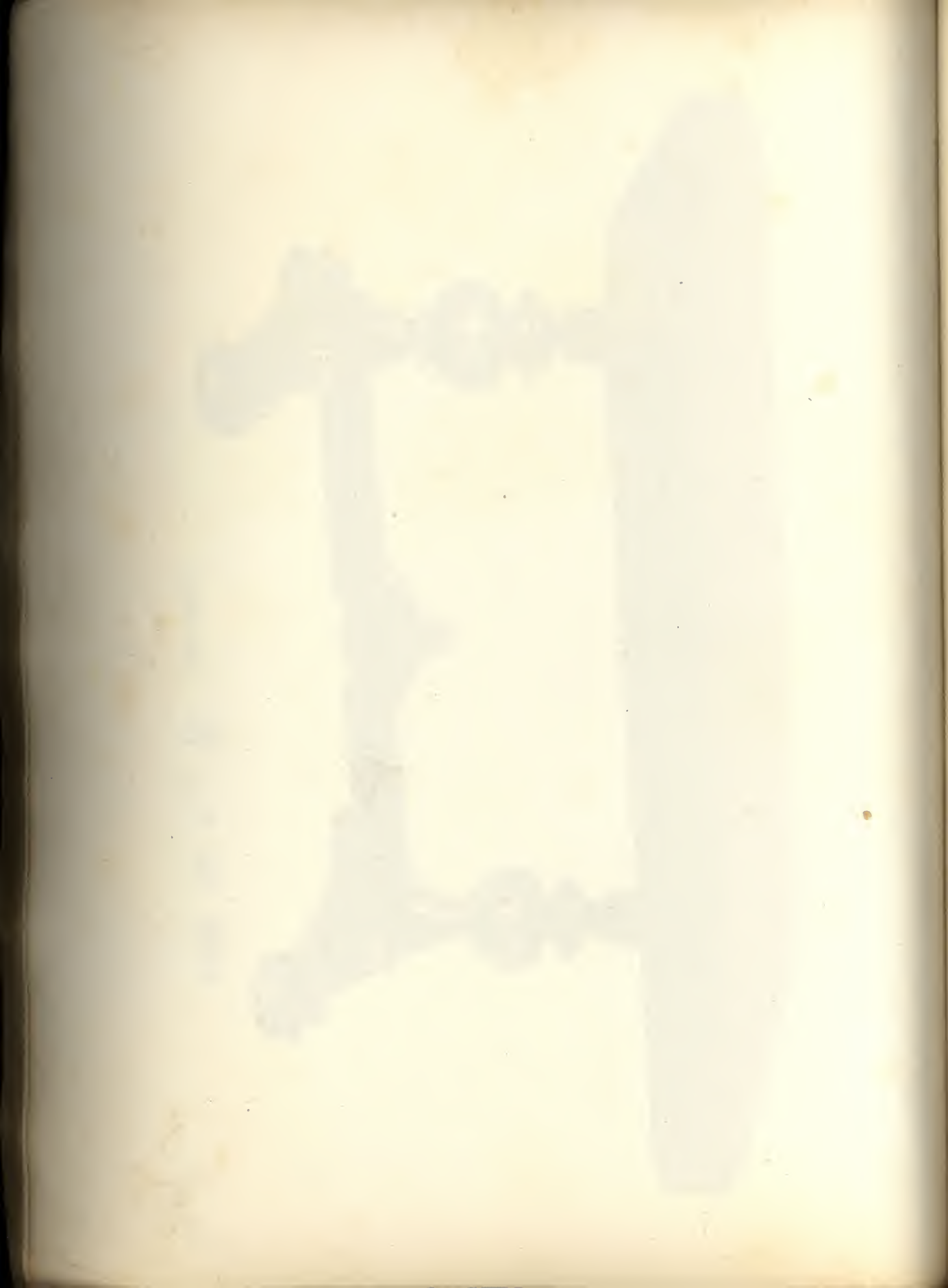
Skandia Furn Co

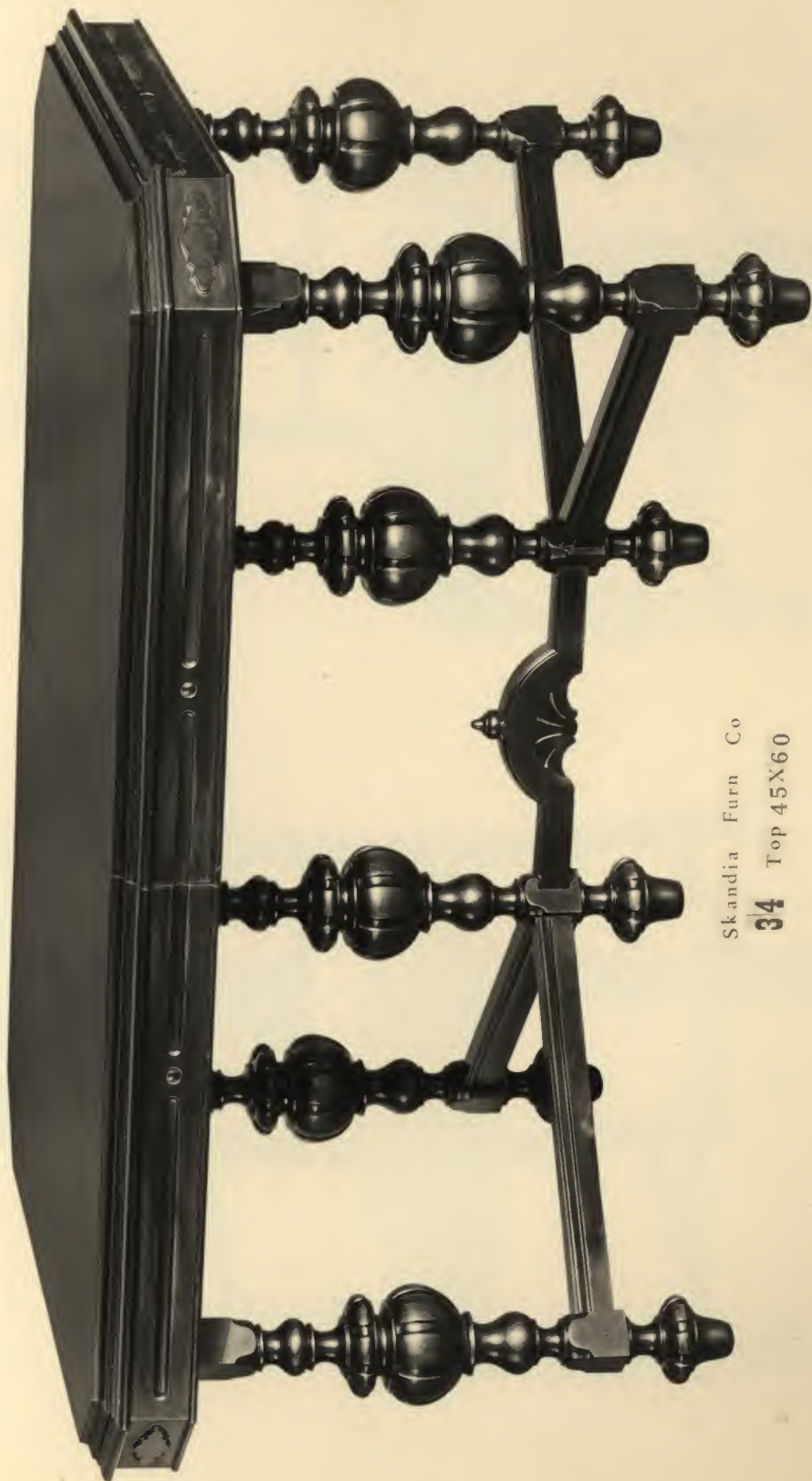
34 H37 W41



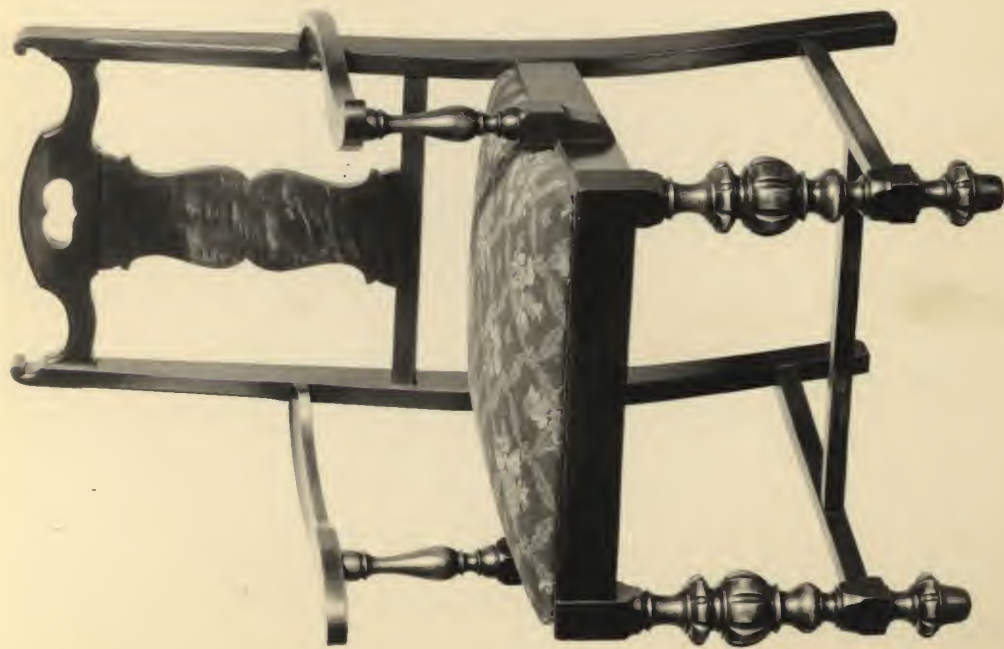


Skandia Furn Co 34 Top 45X60



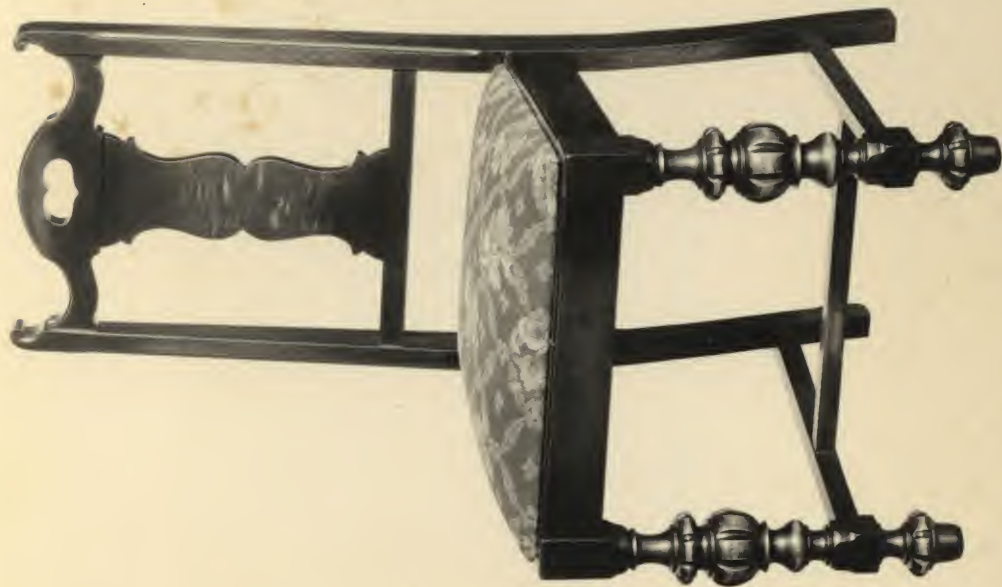


Skandia Furn Co
34 Top 45X60

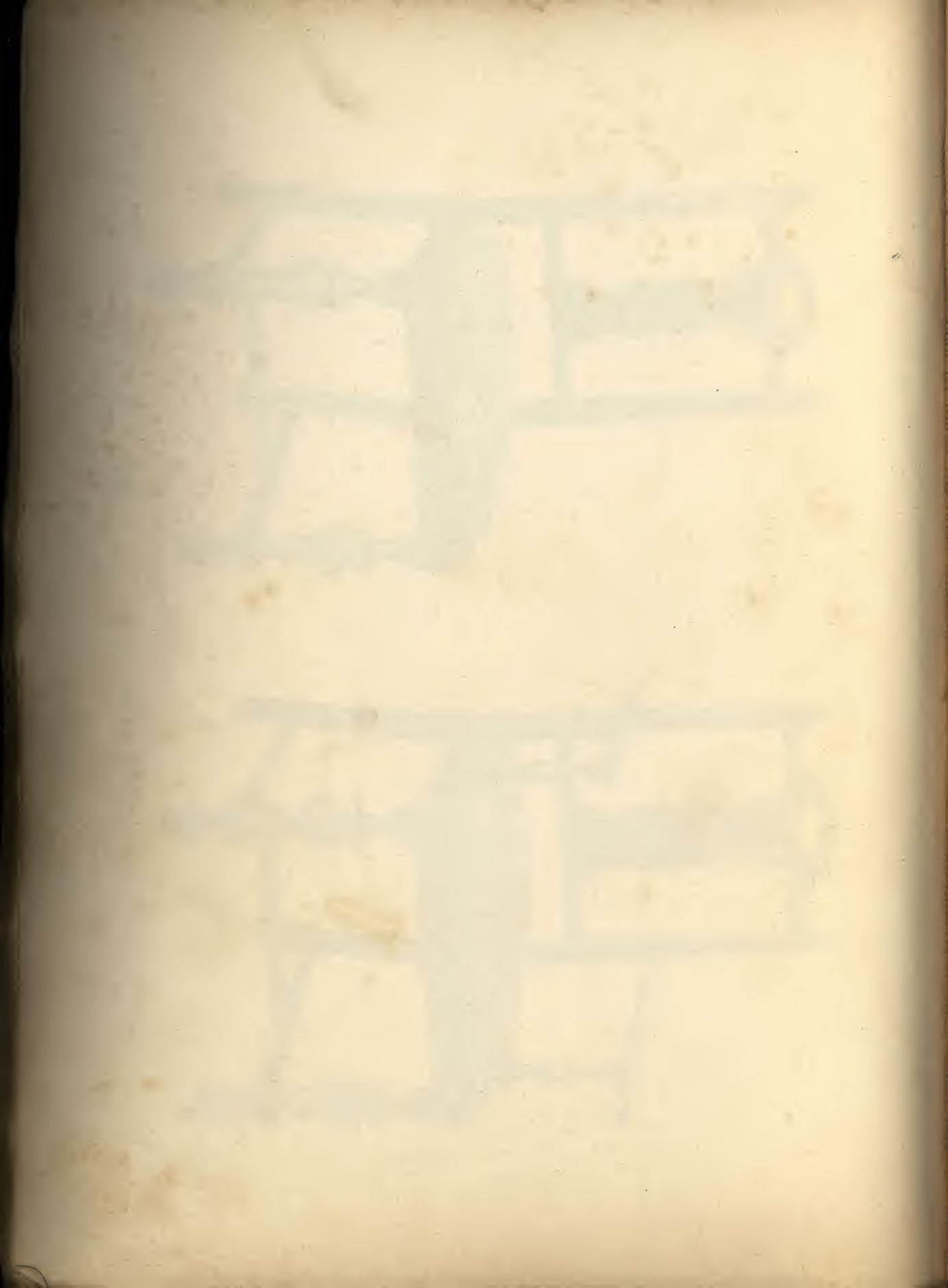


34A

Skandia Furn Co



34D





When more of these folders are desired, order them by our stock number.

"Y and E" D3434T 2/5 Folder

Send your order to our nearest representative or to our main offices.

YAWMAN AND ERBE MFG. CO.

MAIN FACTORIES AND EXECUTIVE OFFICES
ROCHESTER, N. Y.

Individual Folders

SUGGESTIONS FOR FILING

1. Write or print the name of correspondent on the tab. It is better to type the name on our 1 or a 99 gummed label, using all capital letters, giving surname first, followed by the given name and middle initial. Example: DAVIS, JOHN L.
2. On the tab of this folder or on the gummed label if used, put the same number that appears on the alphabetic guide behind which this folder is filed. Example: No. 7, DAVIS, JOHN L. This number is a valuable check and prevents trifling. A Direct Name Chart should be used in determining the number. One will be given you upon request. Be sure to state the size of the subdivision with which it is to be used.
3. Papers should be filed in individual folders in order of dates, the latest paper being filed toward the front.
4. Folders should be filed in strict alphabetic order behind the guides, not in front.
5. Transfer correspondence at least once a year. Ask our nearest Branch or Agent for instructions how to transfer properly.
6. Whenever a letter might be requested by more than

- one and file in its place a "Y and E" Request Slip (Form 099). This prevents lost papers.
7. Whenever a folder is requested from file, it should be replaced by a "Y and E" Out Folder (No. 3434T) upon which the change entries have been entered. Out Folder acts as a change record and also as a container for papers coming to file for folders removed from file.
8. Letters to be followed at a future date should be filed with other correspondence. An "Out" Slip (Form 099) should be made out for each letter. This should be filed in a separate drawer set aside for "follow-up" or "Ticker" file. This consists of 12 monthly guides, 12 monthly folders, more sets of 31 guides and 31 folders. A slip should be made out April 4th for a paper that will be required after December 16th should be filed behind the December guide in the December folder. December letters of 31 guides and folders should be placed behind the December guide and folder and the slips in the center folder should be distributed by date, for December 16th being placed in alphabetical order in the folder numbered 16. Each month's slips for the day should be removed from the 16th folder and substituted in the general file for papers requisitioned. The slips thus serve as a reminder and saves time and labor.
9. When papers are requested before they come out of the fact on a "Y and E" On Call Card and it where the paper would be if it were in file. The paper comes to file enter the date it arrives On Call Card and send the paper to the person requesting it. The On Call Card remains in file as a charge record until the paper is returned.
10. Keep a copy of the "Y and E" Modern Filing System in your File Department. It is recognized and on indexing and filing procedure. (Published by Yawman & Erbe Mfg. Co.)
11. The Yawman & Erbe Mfg. Co. maintain a department to solve your indexing and filing

